

SOUTHERN UNIVERSITY AND A & M COLLEGE
PURCHASING DEPARTMENT
Post Office Box 9534
J.S. Clark Administration Annex Building
1st Floor East
Baton Rouge, Louisiana 70813

INVITATION TO BID (ITB):

CEILING REFURNISHING (SCHOOL OF ARCHITECTURE)

Bids will be received at the above office until 10:00 A.M.-NOVEMBER 22, 2005
and at that time publicly opened. Bids received after above specified time will be
returned unopened.

BID OF: _____

ADDRESS: _____

TO: PURCHASING DEPARTMENT
Southern University
Post Office Box 9534
Baton Rouge, Louisiana 70813

The undersigned certifies that he or she has (or they have) carefully examined
the instructions to bidders, the general conditions and specifications here to attached and
made part thereof, and agreed to comply with such instructions. The undersigned
proposes to furnish any and all items hereto attached upon which prices are requested at
prices as stated for each item.

Bidder: _____
Company's Name

By: _____

Evidence of Authority to submit the bid shall be required in accordance with
R.S.38:2212(a)(1)(c) and/or R.S.39:1594 (c)(2)(d).

Date: _____

Telephone Number () _____

FAX Number () _____

BID NUMBER 9906

CEILING REFURBISHING
(SCHOOL OF ARCHITECTURE)

SCOPE OF WORK:

- *Strip, scrape, wire brush, sandblast, wash and/or otherwise remove all dust, dirt, rust and other deterioration from a surface scheduled to receive paint (including underside of roof deck, bar joist and bracing members, window frames, overhead doors, door tracks and hardware (in Architecture West, Rooms 107 & 108)).*
- *Where the underside of roof deck is rusted through, Contractor will remove all rust down to bare metal and repair with an approved metal batching material (approved by Owner).*
- *Contractor will protect all surface not scheduled to receive paint from preparation activities avoid damage to surface finished and materials (including glass, floors and equipment that may be stored in adjacent areas).*
Contractor will provide and properly apply one (1) primer coat and two (2) Owner approved top coats of paints to all surfaces.
- *The measurement of floor tile, ceiling tile and wall base, if any, will coincide with drawings, if available, provided by Owner as to complete job without shortage or increase in payment due to oversight. It is **mandatory** to visit site and confirm all room dimensions for all tile, ceiling and flooring, as well as vinyl wall base installation.*

PROSECUTION OF WORK:

The work is to be done inside the School of Architecture on the Campus of Southern University-Baton Rouge, Louisiana which will be in operation during the contract period. The Contractor will, therefore, plan the execution of required renovation work in a way so as to interfere as little as possible with normal operations of the facilities and will exert all effort to expedite completion of work once it is started. The Contractor may, under its own expense, need to utilize temporary floor covering, or any other protective means, during this transitional period.

It is intended that the work will be done during normal working hours, however, should the work require overtime, Saturday, Sunday and/or night working hours, the cost must be borne by the Contractor at no extra or additional compensation from the Owner.

BIDDER INQUIRIES:

No negotiations, decisions, or actions shall be executed by any bidder as a result or any oral discussion with any University employee or State Consultant. Only those transactions which are in writing, signed by **Linda A. Antoine, Director of Purchasing, will be considered as valid.** Likewise, the University shall only consider communication from bidders, signed and in writing, to the attention of the **Purchasing Department, Post Office Box 9534, Baton Rouge, Louisiana 70813, Attention: Linda A. Antoine.**

MATERIALS & WORKMANSHIP:

It is the intent of these specifications to describe a complete system in satisfactory operating condition. The work shall be installed in accordance with all local, state and federal codes, laws and regulations, whether called for in these specifications or not.

All materials and apparatus required for the work shall be new, of the quality specified, furnished, delivered, erected, connected and finished in every detail and shall be so select and arranged to fit properly in the building space. All work shall be executed by competent workmen and in a thorough, substantial and workmanlike manner.

GUARANTEE:

It is the intention of the specifications to secure a first-class permanent material and construction and to this end, Contractor will be held responsible for and must correct defects discovered in the work within one (1) year from acceptance. Should any materials or methods be called for, of such nature to render this guarantee impossible, written notice to this effect should be given Owner (Southern University) before signing contract and/or beginning of work; failure to do this will be construed as agreement to the strictest terms of the guarantee.

CLEAN-UP:

The Contractor will be directed during the progress of work to remove and properly dispose of the resultant and debris. Upon completion, Contractor shall remove all equipment, unused materials and debris and will leave the premises in a clean and first-class condition.

It is intended that the work should be during normal working hours, however, should the work require overtime, Saturdays, Sundays and/or at night, the cost must be borne by the Contractor as no extra or additional compensation will be allowed.

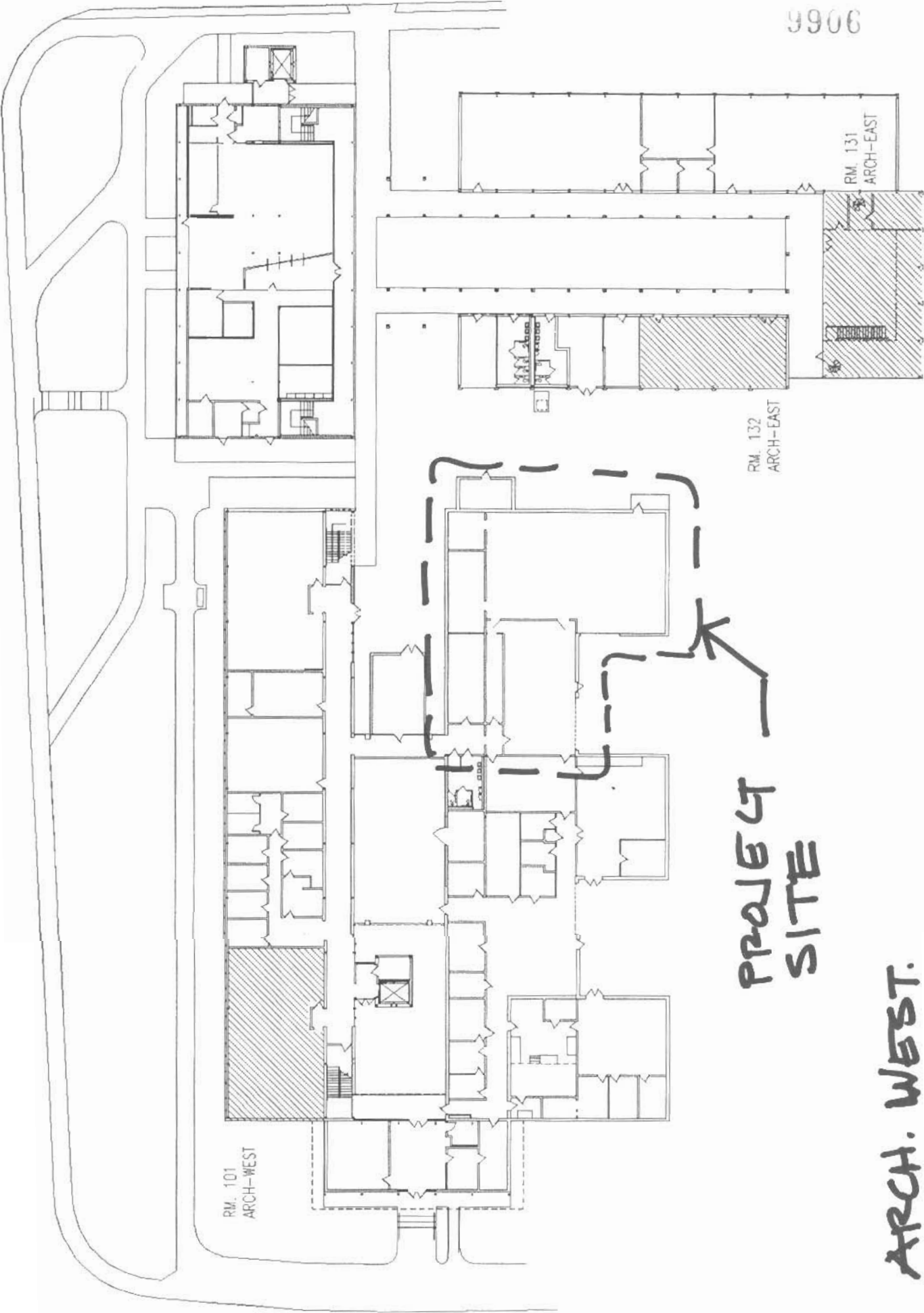
EXAMINATION OF SITE:

Each bidder will visit the site of the proposed project and will fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract by contacting the **Pritchard Moncriffe @ (225) 771-5640, to schedule an appointment.** No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.

NOTE TO VENDORS

*All bids must be accompanied by bid security equal to five percent (5%) of the base bid and all additive alternates and must be in the form of a **Certified Check, Cashier's Check or Bid Bond** written by a company licensed to do business in Louisiana.*

THE UNIVERSITY RESERVES THE RIGHT TO REQUIRE A PERFORMANCE AND PAYMENT BOND ON ANY AWARD MORE THAN \$25,000.



ARCH. WEST.

JOB SITE VISIT

**SOUTHERN UNIVERSITY AND A & M COLLEGE
BATON ROUGE, LOUISIANA**

*Vendor should inspect the job site prior to submitting a bid price on this project. If vendor finds conditions that disagree with the specifications as described in this proposal, or other features of the specifications that appear to be in error, same shall be note **three (3) working days prior to bid opening.***

Vendor may contact: LONNIE WILKINSON or ARCHIE TINER, JR. @

(225) 771-3015 *to schedule inspection prior to bid opening.*

The signed statement certifies the vendor's name below has visited the proposed site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

COMPANY _____

BY _____

*Evidence of Authority to submit the bid shall be in accordance with
R.S.38:2212(a)(1)(c) and/or R.S.39:1594(c)(2)(d)*

DATE _____

JOB SITE VERIFIED BY: _____

BID NUMBER 9906

BID FORM

BID NO. 9906

INVITATION TO BID FOR:

CEILING REFURBISHING
(SCHOOL OF ARCHITECTURE)
SOUTHERN UNIVERSITY
BATON ROUGE, LOUISIANA 70813

PURCHASING DEPARTMENT

Southern University
Post Office Box 9534
Baton Rouge, Louisiana 70813

Gentlemen/Madam:

I/We hereby declare that I/we have carefully examined the specifications and/or plans and general conditions of the contract documents and having personally inspected the site; and that I/we have a clear understanding of the said documents. I/We hereby propose to provide the necessary tools, machinery, apparatus and other means of construction and to furnish all labor and materials specified in the contract or called for by the specifications necessary to complete and finish in a thoroughly workmanlike manner, *the proposed:*

CEILING REFURBISHING (SCHOOL OF ARCHITECTURE)

10:00 A.M. - NOVEMBER 22, 2005

We acknowledge receipt of the following numbered addenda: No. _____ Date _____

No. _____ Date _____ No. _____ Date _____

BID SECURITY: Attached is the sum of (5% of the total base bid):

_____ Dollars\$ _____

which will become the property of the Owner (Southern University) in the event the awardee fails to furnish required insurance certificate and a performance and payment bond (*if required*) within the time set forth. The *Bid Security* will serve as liquidated damages for the delay and additional work caused thereby.

BASE BID: I/We agree to perform all work described in the specifications under the base bid heading for the sum of: _____ Dollars \$ _____

COMPLETION TIME

The Bidder agrees to commence work under this contract on a date specified in a written ***“Notice to Proceed and/or Purchase Order by the Owner to fully complete the project within _____ consecutive calendar days thereafter, or within the time as may be extended as stipulated in the contract documents.***

Evidence of authority to submit the bid shall be required in accordance with ***R.S. 38:2212 (A)(1)(C) and/or R.S. 39:1594 (C)(2)(D).***

COMPANY _____

By _____

Title _____

Address _____

Telephone/Fax Number(s) _____

BIDDERS MUST COMPLY WITH ALL REQUIREMENTS ON THESE PAGES. IF THIS PAGE IS NOT RETURNED WITH BID, CONFIRMATION THAT YOU ARE COMPLYING WITH ALL REQUIREMENTS WILL BE REQUIRED PRIOR TO AWARD.

SOUTHERN UNIVERSITY BATON ROUGE

Southern University Purchasing Department will receive sealed bids until the time and date(s) specified in this Invitation for Bid (IFB). No bid will be considered if received by the Purchasing Department after specified time and date(s). Beginning at that time, bids will be publicly opened, and read in the Conference Room- 1 st Floor East of the J.S. Clark Administration Annex Building, or otherwise made available.

Bids shall be mailed to:
Southern University
Purchasing Department
Post Office Box 9534
Baton Rouge, Louisiana 70813

As an alternative, bids may be hand delivered to:
Southern University
Purchasing Department
1 st. Floor East - James L. Prestage Drive
J.S. Clark Administration Annex Building.
Baton Rouge, Louisiana 70813

Bids submitted are subject to provisions of La. R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; the General Conditions; and Special Condition; and Specifications listed in this Invitation for Bid.

INSTRUCTIONS TO BIDDERS

1. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on University standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Special Envelopes.

To assure consideration, all bids should be submitted in the special envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

3. Standard of Quality.

Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his/her bid. Bids not specifying brand and model numbers will be considered as offering the exact products specified in the IFB.

4. Descriptive Information.

Bidders proposing an equivalent brand or model should submit the bid information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

5. Bid Opening.

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the Purchasing Department during normal working hours. Written bid tabulations will not be furnished.

GENERAL CONDITIONS

Southern University reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any information

1. Prices.

Unless otherwise specified by the Purchasing Department in the IFB, bid prices must be complete, including transportation, prepaid by bidder to destination. Bids other than FOB destination may be rejected.

2. Payment Terms.

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity term contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.

3. Deliveries.

Bids may be rejected if the delivery time indicated is longer than that specified in the IFB.

4. Taxes.

Vendor is responsible for including all applicable taxes in the bid prices.

5. New Products.

Unless specifically called for in the IFB, all products for purchases must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

6. Contract Renewals.

Upon agreement of Southern University and the contractor, an open-ended requirements contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed thirty-six (36) months.

7. Contract Cancellation.

Southern University has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provision of state or federal law; (6) any other breach of contract.

8. Default of Contractor.

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the state has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

9. Order of Priority.

In the event there is a conflict between the Instructions to Bidder or General Conditions and the Special Conditions, the Special Condition shall govern.

10. Applicable Law.

All contracts shall be constructed in accordance with and governed by the laws of the State of Louisiana.

11. Equal Opportunity.

By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

INSURANCE AND INDEMNIFICATION

Before commencing work, the other party (a vendor/contractor and/or subcontractor) will obtain and its own cost and expense the following insurance in insurance companies authorized in the State, with an A.M. Best rating of A:VI or higher and will provide evidence of such insurance to Southern University. The policies or certificates thereof, shall provide that thirty days prior to cancellation notices of same will be given to Southern University by registered mail, return receipt requested, for all of the following stated insurance policies. All notices shall name the other party and identify the agreement or contract number.

WORKERS' COMPENSATION

The Contractor and Subcontractors will take and maintain during the life of the contract Workers' Compensation Insurance for all of their employees at the site of the project. In case any class of employees engaged in hazardous work under the Worker's Compensation Statute, the Contractor and Subcontractor will provide Employer's Liability Insurance for the protection of their employees not otherwise protected. Workers' Compensation limits as required by the LABOR CODE of the State of Louisiana and Employers Liability coverage. EXCEPTION: Employer's liability limits is to be \$1,000,000 when work is to be over water and involves maritime exposure.

COMMERCIAL GENERAL LIABILITY

Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance will show on the certificate of insurance which of the following coverage is not included in the policy, if any:

1. Premises - Operation
2. Broad Form Contractual Liability
3. Products and Completed Operations
4. Use of Contractors and Subcontractors
5. Personal Injury
6. Broad Form Property Damage

AUTOMOBILE LIABILITY INSURANCE

Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage unless otherwise indicated in the contract specifications. This insurance will include for bodily injury and property damage the following coverages:

1. Owned automobiles
2. Hired automobiles
3. Non-owned automobiles

NOTE: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage are acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

LOCATION OF OPERATION WILL BE "ALL LOCATIONS".

EXHIBIT "A"
INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend indemnify, save, and
Contractor/Subcontractor/Lessee/Supplies
hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents,
servants and employees, including volunteers, from and against any and all claims, demands, expense and liability
arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or
in

any way grow out of any act or omission of _____, its agents, servants, and
Contractor/Subcontractor/Lessee/Supplier

employees, or any and all costs, expense and/or attorney fees incurred by _____
Contractor/Subcontractor/Lessee/Supplier

as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action
arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its
agents, representatives, and/or employees.

_____ agrees to investigate, handle, respond to, provide defense
Contractor/Subcontractor/Lessee/Supplier

for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses
related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

ACCEPTED BY: _____
Name of Company

Signature/Title _____

Date Accepted _____ Is Certificate Attached? _____ Yes _____ No

Bid/Contract/Agreement Number _____ for SOUTHERN UNIVERSITY AND A&M COLLEGE

PURPOSE OF CONTRACT: _____

SPECIAL CONDITIONS
BIDDER'S CERTIFICATION OF EEOC AND ADA COMPLIANCE

Southern University and A&M College Systems of the State of Louisiana is an equal opportunity employer and looks to its contractors, sub-contractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations.

By submitting and signing this bid, the bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and the Americans with Disabilities Act of 1990. Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

Bidder further agrees to keep informed of and comply with all Federal, State, and local laws, ordinances, and regulations which affect his employees or prospective employees.

Any person who is a "Qualified Individual with a Disability" as defined by 42 USC 12131 of the American with Disabilities Act who has submitted a bid on this procurement and who desires to attend the bid opening, must notify this office in writing no later than seven (7) working days prior to the bid opening date of their need for special accommodations. If the requested accommodations cannot be reasonably provided, the individual will be so informed prior to the bid opening.

R.S. 39: 1594 (Act 121)

Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212 (A)(1)(C) and/or R.S. 39:1594 (C) (2) (D).

"Signature Authority: In accordance with L.R.S. 39:1594 (Act 121) the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.

By signing the bid, the bidder certifies compliance with the above."

VENDOR PREFERENCES

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana of equal quality.

Do you claim this preference? Yes _____ No _____

SPECIFY ITEM NUMBER(S) _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.

SPECIAL CONDITIONS

Tax Information/State of Louisiana

In accordance with Act Number 1029 of the 1991 Regular Session, effective September 1, 1991 state agencies will no longer be required to pay state sales tax.

BID BOND

A bid bond, cashier's check, or certified check, in the amount of 5% of the total bid, made payable to Southern University and A&M College, must accompany each bid.

If a bid bond is used, it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide.

REQUIRED: Yes XXX No _____

PERFORMANCE AND/OR PAYMENT BOND

The successful vendor will be notified by letter to secure a Performance and/or Payment Bond equal to the contract sum, from a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

In addition, any performance and/or payment furnished shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.

The Bond must be received within twelve (12) days from the date of notification.

If the Bond is not received within this period of time, Southern University reserves the right to award to the next acceptable low bidder, or to reject all bids and re-advertise, whichever is in the best interest of Southern University and the State of Louisiana.

REQUIRED: Yes _____ No XXX